

# F.A.Q.s

## Frequently Asked Questions

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# How do I print from my personal computer?

Berlin International's IT department provides instructions for printing from either Mac or Windows computers.

# How do I print in the library?

## via USB drive

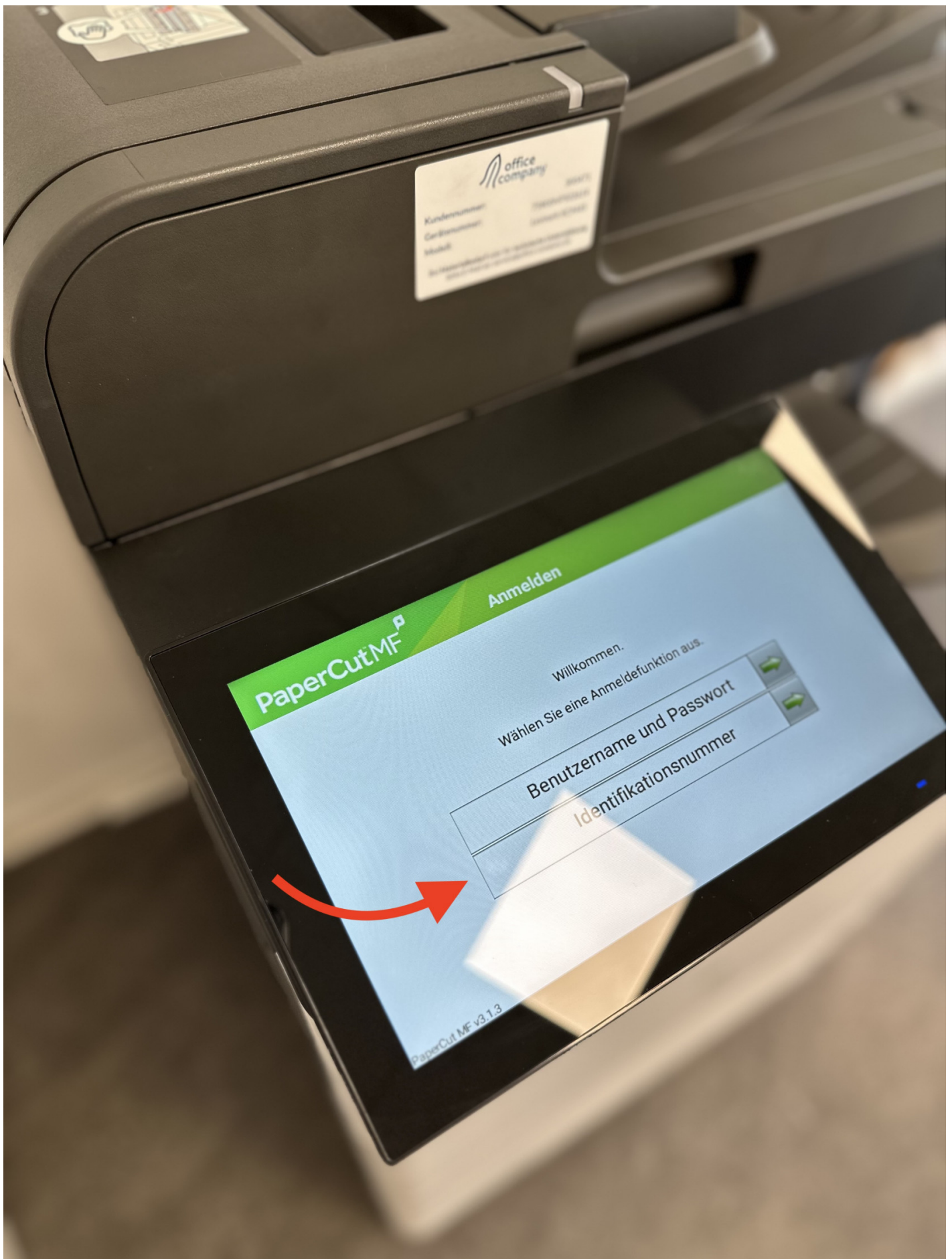
- Insert USB drive into copier/printer on the right side of the screen
- On the copier/printer, press **Identifikationsnummer**
- Enter your five-digit printer code
- Select the **USB Drive** function from the home screen



- Select the document you'd like to print

## via computers in library

- Log into one of the four iMac terminals in the library using your **network credentials** (the same used to access WLAN)
- Open the document you'd like to print
- Select **Print** from the File menu or press **Command + P**
- Select *Library Printer*
- Change any default options needed
- On the copier, press **Identifikationsnummer**



- Enter your five-digit copier code into the copier/printer



The five-digit print code must belong to the same person that logged into the computer that sent the job to the copier/printer.

- Select the **Print Queue (Druckfreigabe)** from the home screen



- Select the print job you'd like to print
- Confirm by press **Print (Drucken)**

via your personal computer

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## Troubleshooting

If you are having issues, [please see this page for troubleshooting](#).

# How do I add money to my Print Account?

Please see the Front Desk.



# What if I don't know my five-digit Printer Code?

Please see the Front Desk.

# How do I type the @ symbol?

Alt Gr + L

# How to submit your thesis to the BI Insitutional Repository

Coming Soon